

The Iowa Council on Homelessness

DRAFT MINUTES EXECUTIVE COMMITTEE MEETING

Date/Time: Friday, June 19, 2015

Meeting Location: The Iowa Finance Authority; McNarney Conference Room
Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A regularly scheduled meeting of the Executive Committee for the Iowa Council on Homelessness was held on Friday, June 19, 2015.

OPENING

Chair Phillips opened the June 19th meeting of the Executive Committee at 10 AM. The following voting members were present: Beilke-McCallum, Brustkern, Canganelli, Hagen, Munsterman-Robinson, Phillips, Timm, and Wilson. A quorum was established.

APPROVAL OF AGENDA – ACTION ITEM

On motion by Mr. Beilke-McCallum with the addition of the National Alliance to End Homelessness Conference update and seconded by Mr. Timm, the agenda was unanimously approved for the June 19, 2015 meeting.

APPROVAL OF MINUTES – ACTION ITEM

On motion by Mr. Beilke-McCallum and seconded by Mr. Wilson, the minutes for the May 15, 2015, meeting were unanimously approved.

REQUEST FROM INSTITUTE FOR COMMUNITY ALLIANCES – ACTION ITEM

Ms. Eberbach with the Institute for Community Alliances briefly outlined concern as to why the name “Institute for Community Alliances” must remain in the ICH Governance Charter. At the last Executive Committee meeting in May, after reviewing comments received to the Governance Charter, it was determined the ICA’s name should be removed from the document to avoid having to update the charter again if the HMIS lead ever changed for the Balance of State Continuum of Care. Ms. Eberbach noted that HUD requires their specific name to be listed in the current document.

On motion by Mr. Timm and seconded by Mr. Beilke-McCallum, the Institute for Community Alliances names will be placed back into the ICH Governance Charter. The motion passed unanimously.

YWCA CLINTON CLOSE-OUT REPORT

Ms. Phillips noted she had been working on getting this completed and would like to have someone review it before it is sent to YWCA Clinton to complete. Mr. Wilson said he would review it before it is sent. There was no more discussion.

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COMMITTEE UPDATES

Nominating (*Ben Brustkern*): Mr. Brustkern was not present for this portion of the meeting and no update was provided.

Continuum of Care (*Zeb Beilke-McCallum*): Mr. Beilke-McCallum briefly went over the appeal letters that were sent in. Ms. Phillips wanted to review each letter and appeal request thoroughly and also reminded those present about conflicts of interest. Mr. Beilke-McCallum then proceeded to describe the process that took place in reviewing/scoring/ranking applications and what the appeals process detailed.

1.) **Shelter House**: Shelter House's appeal centered on the fact that they had been denied 5 points for lack of participation in ICH meetings, committees, and planning groups. Ms. Canganelli with Shelter House detailed how her and her colleagues have been very active in the ICH/committees/and groups since its inception and continues to be an active voice on the ICH.

Official attendance records and minutes of the ICH meetings and committees confirm this.

- On motion by Mr. Timm and seconded by Mr. Beilke-McCallum, the full five points were awarded to Shelter House. Motion passed. Appeal Accepted. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained from voting.

2.) **Community Housing Initiatives (TH)**: CHI's first appeal was for Question 4. The appeal centered on perceived scoring discrepancies between two different scoring teams and how that scoring differed between other agencies' applications. Mr. Beilke-McCallum noted that the applications are reviewed as a whole and you cannot compare interpretations of reviewers based on applications they didn't review.

The agency's application that was referenced in the appeal letter was reviewed to see if the scoring did in fact differ. Mr. Hagen noted that in the future, interrater reliability is something that should be considered. There continued to be much discussion on how to remedy a situation like this in the future.

- On motion by Mr. Beilke-McCallum and seconded by Mr. Timm, no change to the points given for this question will occur. Motion passed. Appeal denied. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained.

Community Housing Initiatives' (TH) second appeal focused on Question 20 in that they felt they had answered the question fully yet were deducted points because they had not addressed how they would remedy not spending their full grant. CHI felt the question did not ask for that.

Mr. Beilke-McCallum noted that he felt the question did warrant an explanation as to why funds had not been expended and that the scorers interpreted this to mean the same.

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Ms. Phillips stated that in the future maybe this needed to be a two-part question to be more clear on what is expected in an answer. There was much discussion.

- On motion by Mr. Timm and seconded by Mr. Beilke-McCallum, no change to the points given for this question will occur. The motion passed. Appeal denied. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained.

3.) **Opening Doors:** The committee did not approve changes to the scoring for Questions 12, 13, 16, or 20. The committee voted unanimously on Questions 12 and 13 to retain the current scoring. The committee was split in voting for Questions 16 and 20, and the appeal for these items did not pass. The committee discussed Questions 16 and 20 at length, and agreed that clarification to future applications and rubrics would be beneficial, with the goal of standardizing scoring for some of the items and making it as objective as possible.

The committee voted in favor of the appeal for Question 15, regarding participation in council committees and work groups. This was viewed as a technical correction, because the reviewer may not have recognized the committee participation as connected to the Iowa Council on Homelessness. Full points will be assigned to this question, and the change in scoring will result in an increase in 2.5 points overall

- On motion by Mr. Wilson, and seconded by Mr. Beilke-McCallum, no change is scoring will occur for Question 12. Motion passed. Appeal denied. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained.
- On motion by Mr. Wilson, and seconded by Mr. Beilke-McCallum, no change in scoring will occur for Question 13. Motion passed. Appeal denied. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained.
- On motion by Mr. Wilson and seconded by Ms. Phillips to increase the score to 2/2 for Question 16, the motion did not pass. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained. No action taken on this appeal.
- On motion by Mr. Timm and seconded by Mr. Beilke-McCallum to leave the score as it is for Question 20, the motion did not pass. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained. No action taken on this appeal.
- On motion by Mr. Wilson and seconded by Mr. Timm to award full points for Question 15, the motion passed. Appeal Approved. Mr. Brustkern, Ms. Canganelli, and Mr. Hagen abstained.

To conclude with updates from the Continuum of Care Committee, Mr. Beilke-McCallum briefly detailed HUD's Chronically Homeless Prioritization Notice and Transgender Persons in Shelter Notice. He noted an update should probably be provided at the full ICH meeting in July. Ms. Lewis provided information on Community Corrections Improvement Association and closing out their program and HACAP being in the process to take over the remainder of that program. Lastly, Ms. Lewis noted that she had learned that Family Alliance for Veterans of America will be included on this year's Grant Inventory Worksheet.

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Policy and Planning (*Crissy Canganelli/Tony Timm*): Ms. Canganelli noted the committee together with the State Public Policy Group recently completed outreach sessions and presented at the HUD Peer-to-Peer Conference.

Public Awareness (*Stefanie Munsterman-Robinson*): Ms. Munsterman-Robinson noted that work is continuing with getting Home Forward Iowa's paperwork filed with the government to obtain its 501(c)3 status. She also noted that a survey had been sent out to gauge what went well or what could go better with the Day on the Hill. A set meeting schedule has been set and the Committee will plan to meet the second Thursday of every month.

Research and Analysis (*David Hagen*): Mr. Hagen noted that the Committee is continuing to look at the Point in Time. A set meeting scheduled has been set for the Committee and it plans to meet the second Tuesday of every month at 9AM.

Coordinated Intake (*David Hagen*): Mr. Hagen detailed the Committees work on the continued development of a coordinated assessment tool. He also requested the Org Code VI-SPDAT training be provided during the last half hour of the ICH meeting. The committee meets the third Monday of every month.

HMIS UPDATE

Ms. Eberbach mentioned that work continues to finalize the Housing Inventory Chart (HIC) submission with HUD and that refreshed webinars will be held for ESG/SAF data entry soon.

IOWA FINANCE AUTHORITY UPDATES

Ms. Lewis noted that the 2016 Emergency Solutions Grant (ESG) application period had opened with applications due to the Iowa Finance Authority on July 17, 2015. She quickly noted that work continues and progress is being made with the informal work group for the consolidated Continuum of Care application. Lastly, Ms. Lewis noted that the legislative appropriation of \$50,000 for next year had passed both houses and was awaiting the Governor's signature. Ms. Lewis brought up that then the question remains – what do we do with this money. She thought it would be good if the Committee thought through what to do with this money in the future. Ms. Phillips thought maybe something should be sent out to the full ICH seeking ideas and to let Committee members know what they think. Mr. Timm thought ICH members should contact either the Executive Committee, Policy and Planning, or State Planning advisory committee with ideas for the Executive Committee to consider at their next meeting.

OLD BUSINESS

None.

NEW BUSINESS

The Executive Committee review of leadership, committee chairs, and discussion of new terms was tabled until the August Executive Committee meeting.

Mr. Beilke-McCallum reminded committee members that the National Alliance to End Homelessness Conference coming up and the NAEH reached out to him to organize Iowa's Capitol Hill Day conversations in Washington.

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SET AGENDA FOR MARCH ICH MEETING

1. A report out on the SPPG project will need to be included;
2. Approve ICH renewal applications – or any new;
3. Any changes to Executive Committee, committee appointments, committee chairs, or other membership items?
4. Report on HUD Symposium;
5. Approve VI-SPDAT as coordinated assessment tool.

FUTURE MEETINGS

The next regular meeting of the Executive Committee will be August 21, 2015, at the Iowa Finance Authority. Below are the approved Executive Committee meeting dates for the rest of the 2015 calendar year:

- August 21, 2015
- October 16, 2015
- December 18, 2015

ADJOURN

On motion by Mr. Brustkern and seconded by Mr. Beilke-McCallum, the June 19, 2015, Executive Committee meeting was adjourned at 12:00 PM.

VOTING MEMBERS PRESENT

1. Zeb Beilke-McCallum, Iowa Coalition Against Domestic Violence
2. Ben Brustkern (Vice Chair), Cedar Valley Friends of the Family
3. Crissy Canganelli, Shelter House
4. David Hagen, Hawkeye Area Community Action Program
5. Stefanie Munsterman-Robinson, Cedar Valley Habitat for Humanity
6. Donna Phillips (Chair), Iowa Attorney General's Office
7. Tony Timm, Central Iowa Shelter & Services
8. Tim Wilson (Secretary)

OTHERS PRESENT

1. Dave Eberbach, Institute for Community Alliances
2. Julie Eberbach, Institute for Community Alliances
3. Mariliegh Fisher, Community Housing Initiatives
4. Amber Lewis, Iowa Finance Authority
5. Josh McRoberts, Iowa Finance Authority